PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

Date: July 26, 1996

To: Research & Development Employees

From: Charity M. Harris CMH

Subject: **Disposal Suspension Status Report – 3rd Quarter** 1996

The attached document is a compilation of the disposal suspension notices issued since May 14, 1996. This compilation is a supplement to the 1st and 2nd Quarter 1966 reports which were forwarded to you with a purple cover memo. This does not replace those two reports.

You have received individual annoucements about each of the disposal notices included in this 3rd Quarter compilation. Please destroy the individual notices so that, behind your Appendix A tab in your Philip Morris USA Records Management Manual, you have only these three quarterly compilations.

This compilation does not replace the May 8 memo on yellow paper which reminds you about the permanent retention of "collected" documents. This memo should remain in your notebook as a reminder about the disposition of documents stamped for litigation purposes.

If you have questions, please contact Charity Harris (x2411) or Marian DeBardeleben (x2876).

Attachment

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Source: https://www.industrydocuments.ucsf.edu/docs/hfnk0001